

F. M. News

K. S. U., Division of Facilities

Newsletter, February 2010



Unleashing your potential

Feel like you have fallen in a rut here at work?

You've eaten the same things for breakfast every day for years then taken the same



car pool to the same job. Maybe it's time to break out of your rut.

"If you feel like you're stuck in a routine, you probably are," says Kenneth A. Wallston, Ph.D., professor of psychology at Vanderbilt University in Nashville, Tenn.

A routine isn't necessarily bad. It can be comforting because it adds structure to your life and it isn't stressful. But Dr. Wallston says dissatisfaction may start to gnaw at you and erode your self-esteem if you believe you want something more in your life.

Recognizing you're in a rut is the first step toward making a change. Taking action is the next step. Making small, easy changes that show quick, positive results is the best way to start. "Add one new thing every day and choose things you like to do or expect to enjoy," Dr. Wallston says. Taking any of the

following small steps can lead to big changes in your life. At work, put yourself in charge.

"On the job, an individual with a positive attitude is more likely to achieve good results... be that person," Dr. Wallston says. Here are a few of his strategies for breaking out of a rut at work:

- * Plan your day and your future. Work to achieve real goals not just finish tasks.
- * Greet people with a smile. Studies have found that smiling makes you feel better.
- * Avoid excuses. They just make the other person angrier. Instead, "I'm sorry" and "I'll take care of it" work wonders.
- * Give sincere appreciation. Your co-workers deserve to know when they've done something well, and they will return the compliment.
- * Listen more and talk less. Listening to another person is one of the best compliments you can give.
- * Don't complain. Grumbling focuses attention on what's wrong, not what's right, and creates a negative atmosphere.
- * Learn from your mistakes. Instead of getting upset, ask, "How can I correct the situation?"
- * Make room for humor. Make it cheerful not offensive. Taken in part from Health Quest Newsletter

Attitudes are contagious. Are yours worth catching? ~Dennis and Wendy Mannering



Kansas State University is participating in the nation wide college and university “Recyclemania” competition

This will be the second year for K- State to participate.

Last year, due to the campus community’s efforts and K-State’s Recycling team- K-State collected approximately 200,000 pounds of recyclables during the annual 10 week event.

With everyone’s help, we will surpass last year’s total. Thank You K- State for doing your part in helping to reduce waste and to promote recycling.

For more information about K- State’s Recycling efforts visit:
<http://www.k-state.edu/recycling/>

What is RecycleMania?

RecycleMania is a friendly competition and benchmarking tool for college and university recycling programs to promote waste-reduction activities in their campus communities. There are 585 schools registered for the 2010 RecycleMania competition, all listed on the Recyclemania web page. Over a 10-week period, starting January 17th through March 27th schools report recycling and trash data. They are then ranked according to weight of recyclables per capita, total weight of

recyclables, least trash per capita, and highest recycling rate. With each week’s reports and rankings, participating schools watch how their results compare with those of other schools and use this to rally their campus communities to reduce and recycle more.

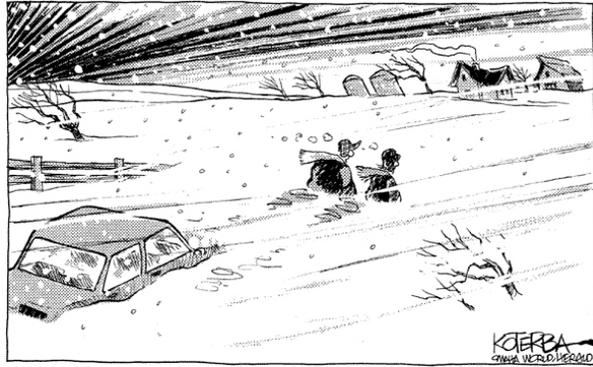
K-State will be participating in the Per Capita Classic part of RecycleMania, which involves the most basic format and should be the easiest to carry out for most universities. Here schools compete to see who can collect the most combined recyclables per person. To participate, schools report weekly their total weights for paper, cardboard, and beverage containers, either separately or combined. The figure calculated for comparison will be the total weight of recyclables divided by the campus population.

The overall goals for RecycleMania are to:

1. Have a fair and friendly recycling competition.
2. Increase recycling participation by students and staff.
3. Heighten awareness of schools' waste-management and recycling programs.
4. Expand economic opportunities while addressing environmental issues in a positive way.
5. Lower waste generated on campus by reducing, reusing and recycling.
6. Organize this event successfully so it can be repeated and possibly expanded to other campuses in the future.

To find out more about RecycleMania, visit <http://www.recyclemaniacs.org/overview.htm>

Do your part to recycle in your areas at work.



"REPEAT AFTER ME: AT LEAST WE DON'T GET HURRICANES...
AT LEAST WE DON'T GET HURRICANES...AT LEAST..."



OK, Show of hands...
Who's tired of snow?

I think it is safe to say most of us are tired of the cold and snow, however, we would like to extend a great big **“Thank you”** to all who helped with snow removal. We appreciate your hard work. Even Sandy caught a piece of the action.

Who 's New...

January 25, 2010,
Lauren D. House was
hired as an
Administrative
Specialist. She is
working in a temporary
position for David
McMullen in the
Facilities Planning Office.



February Birthdays



2-2 Clay Billings

2-4 Robert Crider

2-6 Larry Haller, Ute Cruz

2-7 Bill Smith, Tony Reid

2-8 Dea Brokesh

2-10 Ed Heptig, Timothy Dixon

2-11 Sabrina Maloney, Riley Platt,
Lauren House

2-12 Chip Cooper

2-14 Josh Ricker, Sarah Davis

Happy Valentine's Day!



2-20 Henry Sunnenberg

2-21 Damon Lee, Ross Kibodeaux,
Wayne Koetkemeyer

2-22 Mary Grubbs, Howard Tubbs

2-24 Russ Thompson, Shawn Wilson,
Jim Copeland

2-27 Dan Marshall, Yong Beliveau

2-28 Jackie Toburen, Mary Rutherford,
Rob Mayfield, Terry Monihen

"The human race has only one really effective weapon, and that is laughter. The moment it arises, all your irritations and resentments slip away and the sunny spirit takes their place." Mark Twain

My Piece of the Picture...



Loleta M. Sump has been working at Facilities for 27 years. When listing some facts about her job, Loleta says, "My job is very diverse, requires a wide knowledge base ranging from USPS

regulations to how keys are cut to academic rationale for room scheduling. The role of facilities special event coordinator offers me the opportunity to work with students, faculty and staff from any campus department or student organization."

The three best things she likes about her job here at Facilities are her absolutely wonderful staff! A great boss! And the "can do team spirit" of our facilities staff and other university people. These attitudes are why our campus special events go so well.

Loleta says, "The positive change that I would want for Support Services is to finally make the increase in space for Central Mail a reality. They do a tremendous job of working with what they have; however, on heavy mail days I wonder how they cope."

Looking at how her position contributes, she states, "My goal as manager of Support Services has been to promote a positive and credible reputation for the Division of Facilities. In Support Services, we strive to

develop a "spirit of cooperation" with our customers. Through this cooperative spirit we've been able to maintain the academic and non-academic schedules for general use classrooms and other general use space with minimal conflicts. Faculty and staff are able to gain access to offices and classrooms as needed through the combined efforts of Key Control and the Lock Shop. Central Mail keeps the university's hardcopy communications moving between departments and provides expertise in mailing and shipping, including hazardous materials. Employee Services makes sure all Facilities employees receive a paycheck and that their time and leave are accurate. As special event coordinator, I help requestors have safe, successful events."

Most people don't know that, "The one and only thing I have ever won is a pool tournament and I didn't even hit one ball into a pocket. All three of my opponents scratched on the eight ball."

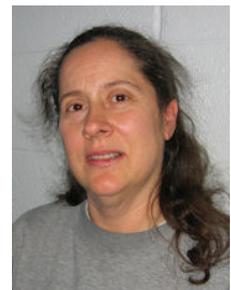
Thanks Loleta, for showing the rest of us "Your Piece of the Puzzle."

"Health, happiness and success depend upon the fighting spirit of each person. The big thing is not what happens to us in life - but what we do about what happens to us."

George Allen

Caught in the Act of Doing Good!

Kudos to Diana Hollingshead! Diana works in Fairchild Hall on Barb McNutt's custodial crew.



Rex Goff submitted Diana for this award. He commented that custodial workers do their jobs day in and day out, and most people don't

notice or even appreciate the work they do. They take for granted that the bathroom will be clean or any other chores are done on a daily basis.

Rex noticed that, even with continual maintenance work being done in the men's restroom, they have always been clean and presentable. During and after the recent snow storms we have had in the last several months and the mess made with folks tracking in; she continually kept the halls and entryways clean.

He said that Diana comes in early and by the time the building users come in every thing in the building, including the walls, bathrooms, entry ways and halls, look clean. She goes above and beyond her job duties.

Diana has also taken on additional work load, in the absence of a co-worker there at Fairchild Hall.

Facilities would like to thank Diana for the job well done and also thank Rex for bringing this to our attention.

ENERGY CORNER

Periodically, FM News will pass on energy tips and information for those who work here at Facilities. Below are some tips we can use at home and perhaps at work also.

- Install a programmable thermostat to keep your house comfortably warm in the winter and comfortably cool in the summer.
- Use compact fluorescent light bulbs with the ENERGY STAR[®] label.

- Air dry dishes instead of using your dishwasher's drying cycle.
- Turn off your computer and monitor when not in use.
- Plug home electronics, such as TVs and DVD players, into power strips; turn the power strips off when the equipment is not in use (TVs and DVDs in standby mode still use several watts of power).
- Lower the thermostat on your hot water heater to 120°F.
- Take short showers instead of baths.
- Wash only full loads of dishes and clothes.
- Drive sensibly. Aggressive driving (speeding, rapid acceleration and braking) wastes gasoline.
- Look for the ENERGY STAR label on home appliances and products. ENERGY STAR products meet strict efficiency guidelines set by the U.S. Department of Energy and the Environmental Protection Agency.
- Visit www.energysavers.gov for more energy-saving ideas.

